



## New Jersey Department of Children and Families Policy Manual

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Subchapter:	11	Policy Guidelines	
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### **I. PURPOSE**

The purpose of this policy guideline is to inform the Departmental Components of how to initiate the procedure to debar, suspend, or disqualify a person/Provider Agency according to Executive Order #34-1976; N.J.A.C. 10:3-1, Debarment, Suspension and Disqualification of Person(s); and Treasury Circular 93-13-GSA.

### **II. PROCEDURES**

The Departmental Component shall notify the Director of the Office of Legal and Regulatory Oversight (OLRO) and the Director of the Office of Contract Administration, Accounting and Procurement (OCAAP) of a pending recommended action for debarment, suspension or disqualification. All documentation shall be forwarded to OLRO as soon as possible for review. OLRO will notify all appropriate persons of the recommendation, including the Commissioner and the Attorney General, as appropriate, and obtain all required signatures to implement the recommendation.

Upon the decision to or not to debar, suspend, or disqualify a person/Provider Agency, OLRO will notify the Departmental Component and OCAAP of the final decision. If the person/Provider Agency is to be debarred, suspended or disqualified, OLRO will complete and forward the required form (GSA-40, New Jersey Debarment Transmittal) to Treasury notifying them of the action.

OCAAP shall notify all Department Manual holders explaining who has been debarred, suspended or disqualified and the reason for such.

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Commissioner